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9 May

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6 May 1974

MEMORANDUM FOR: Members of the Curriculum Committee

SUBJECT : Agenda for Meeting of 9 May 1974

1. The Curriculum Committee will meet on Thursday, 9 May 1974 at 0930 hours in the DTR Conference Room.

2. The Agenda:

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a. Briefing on the IWA and  
Midcareer Courses

(50 min.)

b. Suggestions for additional  
policy papers

(10 min.)

c. Discussion of proposed agenda  
for 5-6 June meeting at

(10 min.)

3. For information of the Committee, note the attached paper on the Information Science for Managers Course.

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Chairman  
Curriculum Committee

Att

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20 May 1974

MEMORANDUM FOR: Members of the Curriculum Committee

SUBJECT : Minutes of the 9 May Meeting of the Curriculum Committee

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1. The Curriculum Committee met on Thursday, 9 May 1974, in the DTR Conference Room. Attending were the [REDACTED]

2. The minutes of the previous meeting were approved.

3. Briefing on Intelligence and World Affairs Course

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[REDACTED] Intelligence Institute, briefed the Committee on the Intelligence and World Affairs Course. We had hoped also to cover the Midcareer Course but were unable to do so because of the time spent on the IWA briefing. [REDACTED] noted that the IWA Course recently underwent a substantial revision. He noted that recent discussion to hold the class to 40 has been implemented. A class load of some 250 people in six classes was projected. He noted that the increase in the size of the CT classes may have an effect on the special IWA run for them. As a result of the recent review, there is now a higher proportion of small group work requiring additional instructor resources. He indicated that the IWA has recently introduced a pre- and post-test in response to the DTR's interest in testing. One of the members of the Curriculum Committee suggested that the matter of evaluating the IWA students was of primary importance and that serious consideration should be given to developing a means whereby the results of student evaluations can be sent to the office sponsoring the student. There was some discussion of the amount of paper involved in the three-week schedule and recommendations were made that the course chairmen try to develop a means of reducing the amount of paper. One member of the Committee ques-

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[REDACTED] agreed to present a briefing on the Midcareer Course at the meeting to be held at the [REDACTED] on 5 and 6 June.

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4. Policy Papers

██████████ requested that Committee members begin thinking of areas of OTR's training administration which require policy statements. These will be considered at the 5-6 June meeting at ██████████ and, where possible, general directions for such policy will be evolved.

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5. Proposed Agenda for 5-6 June Meeting on ██████████

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Committee members made suggestions for the meeting which are included on a proposed agenda distributed separately.

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Curriculum Committee

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SUBJECT : Agenda for Meeting of 9 May 1974

1. The Curriculum Committee will meet on Thursday, 9 May 1974 at 0930 hours in the DTR Conference Room.

2. The Agenda:

- a. Briefing on the IWA and Midcareer Courses (50 min.)
- b. Suggestions for additional policy papers (10 min.)
- c. Discussion of proposed agenda for 5-6 June meeting at [REDACTED] (10 min.)

3. For information of the Committee, note the attached paper on the Information Science for Managers Course.

[REDACTED]

Chairman  
Curriculum Committee

Att

30 April 1974

MEMORANDUM FOR: Curriculum Committee

SUBJECT : Information Science for Managers Course

1. For the past two years the Information Science Training Program has included a course titled, "Information Science for Managers". This has been a one week course, conducted twice a year, with a maximum capacity of 32 students per course. Despite the use of quotas to constrain the number of applications it has been consistently over-subscribed by a factor of three or more. For example, there were over 90 applicants for the course scheduled for 6 to 10 May, only 32 of whom could be accepted. In addition there were 25 CIA applicants who were hold-overs from the Fall course. Larger classes are not the answer to this problem because of the subject matter and the fact that this is not a lecture course. In fact, 32 is really too large a class for effectiveness and 25 would be a more effective and comfortable size.
2. In addition, the course has been attempting to accommodate two quite different classes of students. The first group are those who want a short course of limited depth, with contents and exercises emphasizing methods which are useful in the management of Intelligence. These are primarily students in grades GS-14 and above, and military equivalents. The second class of students wants a longer course of greater depth which will develop elementary skills in applying the methods. They also are interested in the application of systematic methods to the analysis of intelligence, as well as to the management of intelligence. The exercises, examples, applications and course duration suitable for these two groups have distinct differences.
3. In order to both accommodate more students, and more directly respond to the needs of these two different student groups, it is proposed that this course be broken into two separate courses. The first course would be one week long and would emphasize the use of systematic methods in the Management of Intelligence. It would be offered twice a year for 25 to 30 senior students, GS-14 and above. It might be called "Information Science for Senior Managers". The second course would be offered twice a year for 25 to 30 students, GS-14 and below. It would give attention to the application of systematic methods to intelligence processes as well as the management of intelligence. There is a considerable body of experience, observation, student evaluations and other feedback to substantiate this evaluation.
4. The net effect of this change would be to accommodate about twice as many students annually, while responding more closely to the specific needs of two different categories of students. The preparation and other work necessary to accommodate this change is only a few man weeks work. However, it does constitute an additional four weeks of training per year. The ISIP is tentatively planning to offer the first two week version of this course on 17 to 28 June 1974.

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6 May 1974

MEMORANDUM FOR: Members of the Curriculum Committee

SUBJECT : Minutes of the 25 April 1974 Meeting of the Curriculum Committee

1. The Curriculum Committee met on Thursday, 25 April 1974, in the DTR Conference Room. Attending were the [REDACTED]

2. The minutes of the previous meeting were approved.

3. Briefing on the Information Science Training Program

[REDACTED] FTD, briefed the Committee on present information science training programs and probable changes in the future. He noted that the basic objectives of the courses are to:

- a. teach the students how to use computer terminals,
- b. teach the students how to build and use computer files,
- c. to teach students how to apply statistics and operations research to intelligence and management problems.

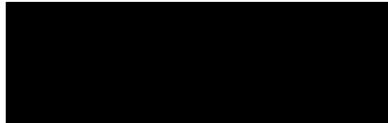
[REDACTED] described the Functions Course, the Survey Course, the course for managers, and several special courses given for finance officers and imagery analysts. He noted that the National Security Agency has an interest in developing a course in the field of cryptography. He also described the related Systems Dynamics Course. [REDACTED] noted that approximately 25% of the staff's time is devoted to consultation with operating units on real problems. [REDACTED] described the potential impact of COINS on the Information Science Training Program, noting that a requirement may develop for as many as ten two-week courses per year with 25 students in each course. He felt that this would require an additional staff of 3-4 instructors. It would also require additional vault space containing up to ten terminals.

Principal problems that emerged from the discussion were:

a. A requirement for OTR to evaluate what its role is to be in the information science field. In this question are others related to the extent to which we will provide Intelligence Community training, and the extent to which we will perform a consultative role to operating offices.

b. It is not clear at this time precisely what an expanded information science program means in terms of personnel, money, or space. One of the difficult-to-assess factors is the extent to which other agencies will provide personnel to help run the information science programs. [REDACTED] is thanked for a lucid and interesting presentation. STATINTL

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Chairman  
Curriculum Committee